

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Treasury Analyst**

**Department: Finance**

**Pay Grade: GS.11**

**Supervision Received From: City Treasurer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 5/11/15**

**Revision Dates: 4/4/25;**

**7/1/24; 10/20/23; 1/11/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for serving as the primary fiscal representative for the Treasury Division. Duties include balancing fund collections between Treasury Division software, City accounting systems and banks, along with associated reporting; complying with governmental accounting regulations. Work is performed under limited supervision.

**SERIES LEVEL:** The Treasury Analyst is a stand alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Analyze, coordinate, reconcile and validate a wide variety of cash related financial data to guide the treasury's management in ensuring adequate cash flow and determine availability of funds for investment in compliance with City's cash management and investment policy.

Prepare financial projections and conduct related forecasting for future investment and departmental needs.

Review and monitor prior and current property tax collections to assist the Treasurer in analyzing current and historical collection trends.

Track these collections against budgeted amounts in the City accounting system.

Manage the accounts receivable system, ensuring that all bank deposits have been accounted for in the accounts receivable system.

This includes verifying that departments' billing to customers are processed timely and invoices are created in the account receivable system accurately.

Continue to train departments on creating invoices.

Upon receiving funds, prepare receipts against outstanding invoices.

Train treasury staff on preparing receipts, track outstanding invoices, set up Bill-To customers, and reconcile entries to the general ledger.

Maintain the City's investment portfolio in the online system (Sympro).

This includes but not limited to recording new purchases, calls, maturities, and coupon interests. Also, process the interface entry to the general ledger.

Reconcile the investment list to the general ledger to ensure that all transactions are posted to the appropriate funds in the accounting system.

Provide analysis and reconciliation of business license and permits billings and collections.

Including the verification of the daily upload to the General Ledger from the business license system and reconciling the business license daily deposits.

Prepare, review, analyze and submit a variety of complex and/or special reports, reconciliations, work papers, communications, sales tax reports and/or statements to and from internal departments and external agencies.

Assist in the development and submission of Annual Comprehensive Financial Report(ACFR)-related information. Assist in preparation of budget-related information.

Serve as back up to the Tax Manager.

Participate in a variety of meetings, committees and/or other related groups in order to receive and convey information.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Finance or related field with two (2) years equivalent experience/training sufficient to successfully perform the essential functions of this job; or any combination of equivalent experience and education.

**LICENSING AND CERTIFICATIONS:** None

**SUPPLEMENTAL INFORMATION:**

**KNOWLEDGE AND SKILLS:**

Knowledge of Microsoft office products; analytical principles and processes; understanding of automated financial software applications; mathematical concepts; applicable terminology in assigned areas of responsibility; governmental accounting principles; financial report preparation methods; applicable Federal, State and Local laws, rules and regulations; financial control and monitoring practices and procedures and financial reporting requirements.

Skill in using a computer and related software applications; preparing a variety of financial statements, reports and related documents; reviewing and analyzing financial information for completeness and accuracy; interpreting and applying applicable laws, rules, regulations, policies and procedures; preparing and analyzing budget documents and information; reconciling fiscal accounts; analyzing financial information and making sound recommendations based on findings; strong communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:** Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:** Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL:N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.